STATE COUNCIL OF CIVIL DEFENSE
MAIN CAPITOL BUILDING
HARRISBURG, PENNSYLVANIA

November 24, 1954

INFORMATION CIRCULAR NO. 56
IMMEDIATE RELEASE

RESUMPTION OF AUXILIARY POLICE TRAINING PROGRAM

L. The State Council of Civil Defense recently has completed financial arrangements for continuation of the auxiliary police training program carried out for the Council by the Public Service Institute of the Department of Public Instruction, in accordance with the provisions of Section 6 of the State Council of Civil Defense Act of 1951, P.L. 28.

2. The funds recently made available for continuation of the auxiliary police training program are for use during the period extending from this date through to the end of the current fiscal biennium on May 31, 1955. Since the cost of conducting each class varies according to location and other factors, the exact number of classes which can be provided with funds now available is unknown. Past experience indicates, however, that the total in question will approximate 150.

3. In general, but with the exceptions listed in (a), (b), (c) and (d), immediately below, auxiliary police training instruction will be provided in the order in which written course applications are received, or, in other words, on a "first come first served basis". The exceptions are:

(a) All course requests covered by written applications now on file with the Public Service Institute will be given preference over those received after this date.

(b) Future course requests covering classes of forty (40), or more, individuals will be given preference over those covering classes of less than forty (40) individuals.

(c) Course application approvals will be granted as long as unobligated funds remain available for training purposes.

(d) All approved instruction courses (i.e. actual class meetings) must be completed prior to May 31, 1955.

4. Applications for courses of instruction will be accepted from Mayors, Burgesses, Township Commissioners and Supervisors, Chiefs of Police and County and Local Civil Defense Directors. The procedure to be followed in the submission of applications is as follows:

(a) The applicant shall complete an original plus two (2) copies of the Public Service Institute's form "Application for Course of Instruction - Auxiliary Police", dated 11-15-54.

(b) The original of the completed application shall be mailed to: Public Service Institute, Department of Public Instruction, P.O. Box 911, Harrisburg, Pennsylvania.

(c) The first copy of the completed application shall be mailed to: Captain Emmett J. Donovan, Law Enforcement Coordinator, State Council of Civil Defense, Harrisburg, Pennsylvania.

(d) The second copy of the completed application shall be retained by the applicant for file and future reference.

SPECIAL NOTES:

(e) Pending applications previously submitted on Public Service Institute form "Application for Course in Auxiliary Police Training", dated 4-1-54, need not be re-submitted.

(f) In the preparation of applications for auxiliary police training courses, <u>all applicants will be expected to provide a minimum period of two (2) weeks' time between the date of filing of a given course application and the planned date for holding the first session of the proposed course.</u> For example, should a course application be prepared and mailed on December 1, the first actual training session should not

required by the Public Service Institute for processing of the application, assignment of an instructor and other details associated with formal organization of the course.

5. Within five (5) days immediately following receipt of each auxiliary police training course application, the Public Service Institute will forward to the applicant written acknowledgement of receipt of the application. This acknowledgement will indicate whether the application has been approved or disapproved. If disapproved, the reason, or reasons, for disapproval will be stated. Either at the time of acknowledgement of receipt of application or shortly thereafter, the Institute further will provide the applicant with the name, address and telephone number of the instructor assigned to teach the approved course of instruction.

6. Applicants will be expected to address all inquiries concerning the status of pending applications, the assignment of instructors and similar details to: Public Service Institute, Department of Public Instruction, P.O. Box 911, Harrisburg, Pennsylvania (Telephone: Harrisburg 8-5151, Extension 2045).

7. Instructors assigned by the Public Service Institute shall be responsible for conduction of 24-hour auxiliary police training courses based on the training manual provided by the State Council of Civil Defense and carried out in general accordance with established regulations of the Institute. Course applicants and assigned instructors jointly shall be responsible for arranging class schedules and other local training details.

8. Upon completion of each training course, the instructor will certify to the Public Service Institute the names of all individuals who have fulfilled the prescribed training requirements. The Institute subsequently will issue to all such individuals a formal certificate of training.

9. On or about the fifteenth (15th) day of each calendar month, the State Council of Civil Defense will furnish its Area Directors and all County Civil Defense Directors concerned with lists of all auxiliary police training course applications received by the Public Service Institute during the previous calendar month. These listings will indicate whether the applications have been approved or disapproved. In the case of approved requests, they further will indicate the planned date for holding the first session of the approved course.

10. Following completion of all auxiliary police training courses conducted by the Public Service Institute, the State Council of Civil Defense will provide County Civil Defense Directors with lists of the names of all individuals within their respective counties who have been issued auxiliary police training certificates. In addition, the Council will furnish all individuals who receive certificates with personal identification cards.

11. A sample copy of the Public Service Institute's "Application for Course of Instruction - Auxiliary Police" form is attached. In addition, all County Civil Defense Directors herewith are being furnished bulk supplies of the forms. Local Civil Defense Directors and others may secure forms from their respective County Directors, or else make up those required for their own use. If the latter procedure is followed, the attached sample must be copied exactly.

Richard Gerstell
Director of Civil Defense

RG:mfr

Attachment

11-15-54

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
PUBLIC SERVICE INSTITUTE
Harrisburg

APPLICATION FOR COURSE OF INSTRUCTION - AUXILIARY POLICE

Date _____

Public Service Institute
Department of Public Instruction
P.O. Box 911
Harrisburg, Pennsylvania

Application is hereby made for a 24-hour course of instruction for auxiliary policemen. It is planned to hold the first session of the proposed course at _____,
(Building and Street Address)

in _____ on _____ at _____.
(City or Town) (Date) (Time)

A total of _____ individuals have signified their intention of
(Number)

attending the proposed course of instruction. These individuals represent the following political subdivisions (list names of cities, boroughs, towns and townships):

Name of Applicant (print or type): _____

Title (check one): Mayor [ ], Burgess [ ], Chief of Police [ ], Township Commissioner or Supervisor [ ], County Civil Defense Director [ ], Local Civil Defense Director [ ]

Mailing Address: _____

Telephone Number: _____

Signature: _____

Instructions for Use: Prepare an original plus two (2) copies of this form. Mail original to Public Service Institute, Department of Public Instruction, P.O. Box 911, Harrisburg, Penna. Mail first copy to Capt. Emmett J. Donovan, Law Enforcement Coordinator, State Council of Civil Defense, Harrisburg, Penna. Retain second copy for file.